

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

April 16, 2015

9:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 9:00 a.m. by the Chairman.

### **MINUTES**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the minutes of the March 19, 2015 Regular Meeting and the March 19, 2015 Emergency Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

None

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Ms. Hall and seconded by Mr. Eddy to approve the March bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the February Financials. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the March Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

Mr. Eddy reported that the Senior Center Director resigned and the part time Social Worker also resigned to take a full time position elsewhere.

#### **General Reports**

Mr. Eddy reported that the bench located by Unit 302 is in need of repair; someone mixed garbage in with recyclables; and, someone left a bulky waste item in the trash shed instead of following the procedure of calling the office to arrange for pick up. Mr. Eddy stated that he put the mixed recycle and garbage in the garbage. Ms. Fields stated that she would have the bench repaired and pick up the bulky waste item.

Mr. Eddy also suggested that the paved area by the garage be extended to cover the area of grass that is torn up by plowing each year.

## **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panel Installation Update**

The Connecticut Public Utilities Regulatory Authority ("PURA") approved the solar array at Holinko Estates as a Class 1 renewable energy source on April 8, 2015. CL&P is required to load the Generation Extract data into the NEPOOL GIS system.

### **Tenant Commissioner Replacement**

An outline of the draft of the Tenant Commissioner Replacement policy was presented. Due to lack of time the Board, by consensus, decided to review this issue at the next meeting. Attorney Barbara McGrath will be happy to attend a meeting, if necessary, to talk about implementing the policy.

### **Capital Needs Assessment**

Charlie Stuart, at Reserve Replacement Report, would be glad to perform the Capital Needs Assessment update at a cost of \$2,200 per property. For repeat customers, after the initial report the next two reports are done at a reduction and given a "repeat" discount of 10%. Mr. Simonsen asked that the report be completed prior to the next budget cycle.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve Reserve Replacement Report to perform a new capital needs assessment, for a cost of \$2,200 each, for Wrights Village and Holinko Estates.

### **Holinko Fire Hydrant Update**

Ms. Fields spoke to Rick at E.J. Prescott on April 10<sup>th</sup> and they can replace the hydrant. He will provide Ms. Fields with a schedule and price. The new hydrant will be approximately \$2,000 plus excavation costs and labor. The property policy has a deductible of \$2,500.

## **NEW BUSINESS**

### **Mansfield Nonprofit Housing Development Corporation**

As the Class A Member of the Mansfield Nonprofit Housing Development Corporation, the Mansfield Housing Authority shall appoint two directors and approve other qualified persons as Class B Members.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to appoint Mr. Long and Ms. Hall as directors of the Mansfield Nonprofit Housing Development Corporation.

The Board approves Kathleen Ward, Mark Marden, Rebecca Fields, Mr. Simonsen and Mr. Eddy, by consensus, as Class B Members of the Mansfield Nonprofit Housing Development Corporation.

## **Section 8 Housing Choice Voucher Program Administrative Fee Study**

Ms. Fields received a copy of the Administrative Fee study final report. A new formula for determining the administrative fee per voucher was suggested. If the proposed new formula is accepted by HUD, realistically, it would not go into effect until CY 2017. Previously the fee formula was based on the Fair Market Rents. Agencies with high FMRs received higher fees per voucher. The report stated that the current formula was based on the “weak theory that FMRs correlate with wage rates and other costs of operations.” This study took into account cost drivers such as wage rates, turnover, tenant characteristics, and size of service area. Also suggested was that the new administrative fee be increased by an inflation factor to account for costs that have gone up since 2013, the year the study estimated costs.

The areas of the country that would be the most likely to have gains under the new formula would be the Midwest, South and Northeast. Unfortunately, the report compares “administrative fee gains” to the existing fee formula at a 75% proration rather than 100% of the existing formula. When comparing both formulas funded at 100%, the new formula would actually represent an overall reduction in the administrative fee cost to HUD. Comparing the two formulas from July 1, 2013 – June 30, 2014 and funded at 100%, under the old formula the fee costs to HUD would have been \$1.923 billion; under the new formula it would have been \$1.835 billion. HUD will provide each Housing Authority the fees for CY2014, that it would have received under the new formula, to help each agency evaluate the impact. This information should be provided by the end of April.

## **MEETING DATE REVIEW**

The next meeting is has been changed from May 21, 2015 to May 19, 2015.

## **OTHER BUSINESS**

None

## **ADJOURNMENT**

The Chairman declared the meeting adjourned at 10:24 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairman